

## **RECREATION AIDE**

### **GENERAL STATEMENT OF DUTIES**

Assists in various recreation activities or in the care of a recreation facility; performs related duties as required.

### **COMPLEXITY OF DUTIES**

The position involves routine duties performed along well-defined lines of procedures.

### **TYPICAL DUTIES**

1. Fills out membership cards.
2. Sets up apparatus and maintains facilities.
3. Maintains discipline and enforces regulations.
4. Assigns facilities to each particular group.
5. Issues and collects equipment and supplies.
6. Keeps records and makes reports.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Ability to deal effectively with both adults and children.
2. Ability to express ideas to groups.
3. Ability to maintain records and prepare reports.
4. Ability to follow oral and written instructions.

### **MINIMUM QUALIFICATIONS**

#### **Training and Experience**

Completion of two years of high school.

**If you have an interest, please email your resume and cover letter to Commissioner of Finance/HR at [careers@northhempsteadny.gov](mailto:careers@northhempsteadny.gov).**